SHEILA DOUGLAS: Hello, everyone. This is Sheila Douglas with the ePlanning team. And today, we're going to be discussing how to manage and publish project websites in Back Office.

When you're ready to finalize your project to the NEPA Register for public viewing, you'll need to log into Back Office. Ensure that you're starting at Back Office Home. Select your project to edit from the projects listed. However, if your project is older than 30 days, then select the All Radio button. Remember, depending on the status of your project, it will display as one of three stages which are red, projects as changes not yet submitted for approval; yellow, project approved by public affairs official but not published; green, project approved, published, and viewable by the public.

Now click on your project. You'll be taken to your project website page. It is recommended that the user work their way down the page, navigating from left to right and top to bottom when adding content. This way a section is not overlooked.

Now if you prefer your project website to start on the Home section, be sure to input information in the section by clicking the orange underline edit next to Content. And typically enter the product description as you'll note that the project web pages differ from summary pages, and the project description is not brought forward from D2.

Enter your information and click the gray Save button off to the bottom right. The more sections you populate, the more the public will have access to on your project website.

To add a PDF map, click on the Map section on the left-hand side, and then click the green underline Add next to PDF Maps. Then type a map set name, select a release date by clicking the calendar icon, and click the green underline Add next to Document or Additions.

Ensure your project is displayed in the dropdown. Then click the blue underline Expand All. And check the desired map by clicking the gray Select button down at the bottom right-hand corner of the screen.

The screen will reappear with map set name information, and you will click the gray Add button in the bottom right-hand corner. You will now see a map under the PDF Map section on your project website.

From the site navigation links on the left-hand side, click on Set Project Location. The map will display. Select your point by either entering all the information on the right-hand side or enter the lat and long. Or click a point on the screen. Then click the gray Save button on the right-hand column.

Once all edits are complete, select the Submit Changes for approval links from the left side on the Navigation panel. Then select a public affairs reviewer from the dropdown, and then click Submit for Approval. Please remember, public affairs personnel will get an email stating that they need to go in and approve the changes with the link to the project.

Public affairs clicks on the Approve Site Changes link, which will then open the Approved Site Changes subpage. Please click the gray Approve toward the bottom of the page, which in turn sends an email to the team lead, alerting them that the site has been approved.

The last step in getting the project out to the public is to click on Publish Site Changes link. Click on the gray Publish Now button. You will get, this site will be published immediately. Click OK. You'll be brought back to your project's home page, and you'll note the project status has changed to green. Your project is now available for public viewing through the NEPA Register.

If you have any additional questions, please visit our KRC and SharePoint site for additional supporting documentation, or submit a remedy ticket. Thank you for watching.